Memorandum

CITY OF DALLAS

DATE: April 4, 2014

TO: Honorable Members of the Ad Hoc Judicial Nominations Committee:
Scott Griggs (Chair), Philip Kingston (Vice Chair), Jerry Allen,
Deputy Mayor Pro Tem Monica Alonzo, Dwaine Caraway, Vonciel Jones Hill

SUBJECT: **Overview of 2014 Municipal Judge Selection Timeline**

On Monday, April 7, 2014, the Ad Hoc Judicial Nominations Committee will be receiving an "Overview of 2014 Municipal Judge Selection Timeline". The briefing materials are attached for your review.

Please contact me if you need additional information.

Joey Zapata
Assistant City Manager

Attachment

cc: Honorable Mayor and Members of the Dallas City Council
A.C. Gonzalez, City Manager
Warren M. S. Ernst, City Attorney
Daniel F. Solis, Administrative Judge
Rosa A. Rios, City Secretary
Craig D. Kinton, City Auditor
Ryan S. Evans, Interim First Assistant City Manager
Jill A. Jordan, P. E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Shawn Williams, Interim Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor and Council

Overview of 2014 Municipal Judge Selection Timeline

Ad Hoc Judicial Nominations Committee

April 7, 2014

Overview

- Judicial Nomination Commission met on December 12th, 2013 to initiate the Municipal 2014 Judge Selection Process, as outlined on pages 4 & 5

- The Ad Hoc Judicial Nominations Committee is scheduled to meet on April 7th and 28th to determine its process for candidate evaluation

- Per City Charter, City Council must select judges by August 31st

Overview

- Advertisement was posted between January 6th and 9th at the following sites:
    - City of Dallas Internet
    - Dallas Morning News
    - Dallas Bar Association
    - State Bar of Texas
    - Hispanic Bar Association of Dallas
    - J.L. Turner Legal Association
    - Texas Municipal League
- An application submission deadline of January 19, 2014 was noted in the posting along with instructions:
    - Log onto www.dallascityhall.com and select FIND A JOB.
    - The Municipal Court Judge positions will be listed under Open Positions

JNC 2014 Municipal Judge Selection Timeline

Task	Initiate/Completion Date
Advertise Positions	January 6th – 19th
Application Deadline	January 19th
JNC received packet of resumes and applications of candidates who meet minimum qualifications	January 31st
JNC screened applications and resumes	February 3rd – 14th
JNC selected candidates to be interviewed	February 24th

JNC – Judicial Nominating Commission

JNC 2014 Municipal Judge Selection Timeline

Task	Initiate/Completion Date
Candidates contacted by City Staff to schedule interviews	February 25th – March 7th
JNC conducted interviews	• March 17th • March 19th • March 24th
JNC recommended Finalists	March 27th
JNC List of recommended candidates sent to Ad Hoc Judicial Nominations Committee	April 4th

JNC – Judicial Nominating Commission

Next Steps

Task	Initiate/Completion Date
Ad Hoc Judicial Nominations Committee meeting – discussion of selection procedures	April 7th
Ad Hoc Judicial Nominations Committee – candidate interviews	April 28th
Pending actions for committees nominees • Background checks (Human Resources) • Residency verification (City Secretary's Office) • Preparation of agenda materials for council consideration and vote (City Attorney's Office)	TBD
Upcoming City Council Meetings	June 4th, 11th, 18th, 25th August 6th, 13th, 20th, 27th
Deadline	August 31st